Fee - \$335 per day

**Early/Online Discount** \$299 (\$598 both days)

if you register on-line or if payment is received by OCTOBER 28, 2006

**November** 28-29, 2006

**Your choice** — Attend one or both days.

The site of the 2006 EEOC Technical Assistance Seminar is the famous Bally's Atlantic City located at Park Place and the Boardwalk.



### **EEOC Atlantic City 2 Day Seminar**

#### U.S. Equal Employment Opportunity Commission

2006 SEMINAR LOCATION

Bally's Atlantic City

Park Place and the

Boardwalk

Atlantic City, NJ 08401

www.caesars.com/ballys/
atlanticcity

PARK PLACE AND THE BOARDWALK

Join EEOC for this two-day seminar for the latest developments in EEO law and best practices — from the experts who enforce the law.



Questions about the seminar? Contact Kurt Jung (215) 440-2660 (215) 440-2610 TTY kurt.jung@eeoc.gov

Tuesday, November 28 Wednesday, November 29

### **EEOC Atlantic City Seminar**

www.eeotraining.eeoc.gov

#### **Session Themes**

#### **Best Practices**

- Hiring the Best Qualified **Applicant**
- Responding to an EEO Charge

#### **Doing Investigations**

- Harassment
- **Employee Background**

#### Mediation

- Preparing for Mediation Disability
- Where are we now and where are we going?

#### **National Origin**

9/11 issues and more

#### Other HR Issues

- Violence in the Workplace
- **FMLA Regulations**

#### **Hotel Arrangements**

Registrants are responsible for their own hotel and travel arrangements. Call 800 225-5977 and specify "EEOC" for the EEOC special conference rate.

#### **Bally's Atlantic City**

Park Place and the Board walk Atlantic City, NJ 08401

#### **Registration Policy**

#### Payment — \$335 per day (\$670 for both days)

Fee includes seminar, a seven volume EEO library on CD, lunch and refreshment at breaks. Payment must accompany registration. A discount price of \$299 per day (\$598 for both days) is available for on-line registration with a credit card and for check payments received 30 days before the seminar. Payment by government purchase order is not eligible for this Discount Price. EEOC Tax ID Number: 52-0812909

Payment by federal government purchase order can only be accepted if you provide a copy of the purchase order (or SF182 or DD 1556 training form), purchase order number, agency's 9 digit tax identification number, and agency's 8 digit Agency Location Code. If any of these items are missing, we will not be able to confirm you for the seminar. If you are paying by state or local government purchase order, provide your billing address where the invoice should be mailed.

**Registration -** There are three ways to register. For immediate confirmation, register ONLINE using a credit card at www.eeotraining.eeoc.gov, OR

**MAIL** your registration application and payment to EEOC TRAINING INSTITUTE, PO BOX 83933, GAITHERSBURG, MD 20883-3933, OR

**FAX** your registration with credit card payment to 301.545.0718

Questions about registration? Call 1.800.600.6157, (TTY# 1.800.600.6158) or email eeoc.traininginstitute@eeoc.gov

Space is limited, register early, and preferably at least 10 days in advance of a seminar. Late registrations will be accepted on a space available basis.

#### Confirmation

Registrants will receive written email or fax confirmation upon receipt of registration application and fee.

#### Cancellations/No Show Policy

Cancellations received more than 7 business days in advance of a course are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

#### **Reasonable Accommodation Requests**

Please describe your accommodation needs due to a disability on the registration application and we will respond to you.

### DAY 1 Tuesday

## November 28, 2006

#### ★ Schedule

- Registration—7:45am
- Start—8:30 am
- Lunch provided
- End-4:30 pm

#### Cutting Edge Issues: Which Side Are You On?

7:45 AM Continental Breakfast with Registration

8:30 AM EEO Quiz —

10 Tough Topics with Answers and Discussion
Sample: John Doe, a well-qualified applicant, tells you
he is unwilling, for religious reasons, to provide you with a
Social Security Number. What do you say and do?
"This is sky-diving not gliding!" Say W & O Wright

**Kurt Jung, EEOC** 

10:00 AM 15 minute break

10:15 AM Background Investigations—Risk Management or

Playing with Fire?

You might have heard about "negligent hiring;" how about "adverse impact?" Seems like trouble no matter what. You'll learn to "walk the line" from a disciple of J. Cash

**Patrick Malley, EEOC** 

11:15 AM National Origin Issues

These were around before 9/11; they're only getting

bigger.

Advice in Plain English not Desperanto

Marie M. Tomasso, District Director, EEOC

12:15 PM Luncheon — Stuart Ishimaru, Commissioner, EEOC

1:30 PM Effective Internal Harassment Investigations

What evidence is relevant; when do I have enough; what types of documentation has my organization decided to

invest in? Do supervisors actually create these

documents?

The presenter heads up these investigations for a large

corporation. He's been there but not done that.

Peter R. Garber, Manager EEO, PPG Industries

3:00 PM Break

3:15 PM Responding to an EEOC Charge

You got a letter from the EEOC and it's not a valentine. Common errors when responding and good things to do.

Working with your investigator.

"WHO KNEW?" (The guys from Texaco)

Stephen Cuyjet, EEOC

4:30 PM Completion of Evaluations — Day One Ends



### DAY 2 Wednesday

## November 29, 2006



Recertification credits from HCRI are available. CLE credits will be sought upon request. Each day of this seminar meets the 8-hour yearly refresher training requirement for federal agency investigators.

4:30 PM

7:45 AM **Continental Breakfast and Registration** 8:30 AM Avoid Discrimination and Hire the Best Qualified Applicant - The Interview A look at the subtle sources of bias that cause us to hire for comfort and assess value in an applicant poorly; why behavior-based interviews decrease illegal discrimination and increase your chances of having the person you saw at the interview be the same person who shows up at work. "You mean I can have my cake and eat it?" -**M** Antoinette **Edward McCaffrey, EEOC** 10:00 AM Break 10:15 AM **Anticipating and Avoiding Violence in the Workplace** Factors you need to consider and steps you need to take. Advice from an expert in the field Paul Rusch, Penn Behavioral Health Services 11:15 AM **Preparing for a Mediation** There is more than one goal. Why do we have this charge? What documents do I want to look at? What authority do I have? What are the emotional issues? "I have never been ruined but twice—once when I lost a lawsuit and once when I won one." - Some Guy named **Voltaire** Phil Goldman, ADR Director, EEOC 12:15 PM Lunch — J. Frank Vespa-Papaleo, Director, NJDCR "New Jersey's Law Against Discrimination and **Employees With Disabilities... Perfect Together**" 1:30 PM The Americans with Disabilities Act Where are we? Where do we go from here? Special Guest Presenter, EEOC Commissioner Christine M. Griffin, Esq. 3:00 PM Break The Fair Labor Standards Act—The August 2004 3:15 PM **Regulations and their Aftermath** An attorney expert in this field guides you to where it's at. "Even I need to know this stuff!" - H. Potter, Wizard

Randall C. Schauer, Partner, Dilworth Paxson LLP

**Completion of Evaluations—Seminar Ends** 

### **EEOC Atlantic City Seminar**

Please print and use a separate form for each attendee.

# 3 ways to register

- ONLINE www.eeotraining.eeoc.gov
- MAIL to EEOC TRAINING INSTITUTE, PO BOX 83933, GAITHERSBURG, MD 20883-3933
- FAX to 301.545.0718

Have you previously attended an EEOC sponsored seminar, course or conference?

☐ Yes ☐ No

# Employees at your facility?

☐ Under 50

□ 50-99

**100-249** 

□ 250-499

**500-999** 

**1**,000-1,999

□ 2,000+

Your Organization's Business Type:

- □ Federal Gov't
- ☐ State/ Local Gov't
- □ Other

How did you hear about our seminar?

- ☐ Brochure in mail ☐ Colleague ☐ EEOC event
- □ Email □ Website/Internet
- □ Newspaper / Radio Ad □ Other

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☐ Enroll me			
First Name	La	st	MI
Title Address	•		
City	State Zip_	E-Mail	
Business Telephone ()		( <b>□</b> if	TTY, please check)
Fax No. ( )	Company/	'Agency Tax ID Numb	er
attend this program? □ Yes □ No Describe ac			
AMOUNT OF PAYMENT:	•		Day Discount Price*
	☐ \$670 Two Day	s <b>□</b> \$598 Two	Day Discount Price*
*Discount price availab for check payment rece Credit Card	ived 30 days before	e the seminar.	
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☐ Fed Gov't Purchase C	rder - 8 digit Agend	y Location Code ( <b>Req</b>	uired)
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Your Position Category:

☐ EEO Investigator, Counselor, Staff

☐ HR Director, Manager, Supervisor

□ Mediator, ADR□ Other Manager, Supervisor□ Professional Organization□ President, CEO, Owner

□ Union Representative

☐ EEO Director, Manager, Supervisor

HR Staff

☐ Attorney

☐ SHRM☐ Other\_

☐ Enroll me for Day 1 and 2 - November 28-29



### TOP FIVE REASONS FOR ATTENDING THE EEOC ATLANTIC CITY SEMINAR

EEOC offers you the best value for your training budget. Our seminar offers a range of topics, whether you are new to the field or a seasoned HR professional.

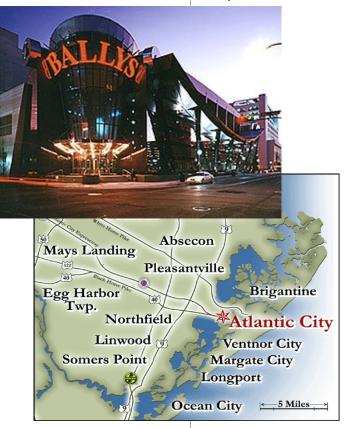
Improve your company's bottom line, saving money, time and resources with smart policies, happy employees and a productive workplace.

### Learn best practices

EEOC experts keep your approach to EEO up to speed with innovations and changes in the workplace. Meet the people who enforce the laws and discover how EEOC and other government agencies analyze an issue.

Avoid pitfalls and mistakes made by other employers

Prepare for tough HR decisions concerning harassment, accommodating disabilities and managing diversity.



### Where is Bally's Atlantic City?

At that Famous Location:

PARK PLACE AND THE BOARDWALK

#### LET EEOC BE YOUR TRAINER

The Philadelphia District Office offers training to your employees at reasonable rates and at times and days convenient for you.

The size of your workforce is not an issue. We have trained the employees of large employers as well as small. A session just for managers? A session on complex or emotional topics? Whatever your needs, we will put together a customized training session! We have trained hundreds of employers in your area over the years, including many who call upon us year after year.

To learn more, call Kurt Jung at 215/440-2660. (kurt.jung@eeoc.gov)